

***(Company Letterhead)***

## FILMING NOTICE

Dear residents and merchants,

Please take a moment to read the following information about the filming of ***(Project name)*** at ***(Location/Address)*** on/from ***(Date(s))***. ***(Production Company Name)*** would like to provide you with as much information as possible about our presence to help you prepare for our arrival and anticipate how our activity might affect your daily routine/business. ***(Production Company Name)*** will be filming ***(Indoors/Outdoors)*** at ***(Location/Address)*** beginning at ***(Time & Date)*** and finished by ***(Time & Date)***. Our presence and filming will be ***(Continuous/Intermittent)*** during this period.

### **Description of scenes to be filmed and specific equipment/set dressing/props to be used:**

***(Include a brief synopsis and details about special effects/stunts, special equipment including generators and dolly tracks to be used, lighting, noise, props and set dressing. If police/fire/other will be on site please include this information)***

### **Impact on regular traffic and pedestrians:**

***(Include details about full and intermittent closures of streets and/or sidewalks, equipment, cast and crew that will be on the street and/or sidewalks, and any vehicles that will be escorted, drive above/below the speed limit, be pulling trailers etc. If Police/Fire/other will be on site please include this information)***

### **Impact on parking:**

In order to minimize the disruption to your neighborhood the majority of our vehicles will be located at ***(Parking location of circus vehicles)***. However to accommodate our essential vehicles and continuity of picture the City of Ottawa has authorized parking of ***(Number of vehicles)*** ***(Length and type of vehicles)*** on the ***(N/S/E/W)*** side of ***(Street(s))***. These vehicles will arrive at ***(Time)*** on ***(Date)*** and leave at ***(Time)*** on ***(Date)***. ***(If you will be coming and going please indicate intermittent parking and approximate dates/time of your presence)***

We empathize that our presence may affect your routine and appreciate your cooperation during this time. Please be assured that we will do all in our power to minimize the impact of our activities in your neighborhood. The goodwill of Ottawa citizens and communities is essential for our livelihood and a healthy film and television industry. It is a relationship that we intend to maintain in good standing. Should you require access to the restricted area during this time (delivery, repairs, moving out, special needs/accessibility etc.) do not hesitate to contact us ahead of time at ***(Production office number)***. While we are in your neighborhood you can also talk to our on-site representative.

Company representative: ***(Must be on site during entire filming period)***

Cell:

General information about the Ottawa film and television industry can be found on the Ottawa Film Office's website [www.ottawafilmmoffice.ca](http://www.ottawafilmmoffice.ca) or by calling 613.695.1955.

Thank you for your patience and cooperation during our work.

Sincerely,

***(Location Manager Name)***

***(Production Company Name)***